



January 26, 2021

Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
<http://www.milwaukee.gov/police>

Jeffrey B. Norman
Acting Chief of Police

(414) 933-4444

The Board of
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: REQUEST FOR EXTENSION OF ADMINISTRATIVE ASSISTANT III PROBATION
PERIOD (CHRISTY C. IRVINE-BACHMANN)

Dear Commissioners:

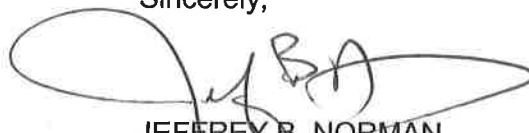
The Department respectfully requests that your Honorable Commission extend Administrative Assistant III Christy C. Irvine-Bachmann's probationary period for 36 consecutive days based on the reasons outlined below. Administrative Assistant III Christy C. Irvine-Bachmann's probationary period, if not extended, will end on February 9, 2021.

Administrative Assistant III Christy C. Irvine-Bachmann was appointed to the Department as a newly appointed Office Assistant I on December 7, 2015, assigned to the Investigative Management Division. On July 31, 2016, she was promoted to an Office Assistant II and remained assigned to the Investigative Management Division. On April 22, 2018, she was promoted to an Office Assistant III and assigned to the Court Administration Section. On August 9, 2020, she was promoted to Administrative Assistant III, and is currently assigned to the Office of the Chief, (Administration Bureau). Administrative Assistant III Christy C. Irvine-Bachmann was placed on an approved leave of absence for a period of 36 days during her probationary period. If this extension is approved, her probationary period will end on March 17, 2021.

Extending Administrative Assistant III Irvine-Bachmann's probation period will afford Department supervisors the ability to properly evaluate her performance on the same basis as other probationary Administrative Assistant III personnel. I feel this extension request is reasonable in both purpose and duration for the aforementioned reasons. I therefore, respectfully request that your Honorable Commission approve this extension.

Administrative Assistant III Irvine-Bachmann has been informed that the Fire and Police Commission may hear the matter of her probation period extension at its next regular meeting of February 4, 2021. She has been further informed that she may attend this meeting, but her attendance is not required.

Sincerely,



JEFFREY B. NORMAN
CHIEF OF POLICE

JBM: cwh

c: Inspector Nicole Waldner
HR Administrator Pamela Roberts
AA III Christy Irvine-Bachmann

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chair

Date _____

Executive Director